**Class**: Graphic Design I/ Graphic Design II

**Teacher**: Mr. Paul Burkhard

**Location**: Technology Lab, Room 104

**Phone**: (970) 834-2816

**Email**: ***pburkhard@weldre9.k12.co.us***

**Contacting me**: It will be easiest for parents to contact me via email, as I will be checking it frequently during the school day. Parents may also contact me through the phone number above. Please note that I have a website which outlines all of the coursework and deliverables for this course. It can be found at: <http://www.highlandtechnology.org>. You can also reach me and all of my course webpage information on the district website at <http://weldre9.schoolfusion.us>.

**Course Content**: All of the assignments for this course, as well as all of the class lectures and classroom outlines, are available at one of the two websites listed above. You will be able to exactly track the learning expectations of your student by monitoring course assignment sheets and the Infinite Campus Parent’s Portal.

**Hours of Availability**: I will be available to meet with students for extra help during Fourth Period each day, from 11:00 a.m. until 11:55 a.m. I will usually be in the Technology Lab each day until at least 4:30 p.m. after school. Please make an appointment to see me during these times, as needed.

**Course Description**: Graphic Design is an Advanced Computer Technology course that is aimed at the motivated and technologically savvy student. The student will:

1. Become familiar with the operation of Adobe Photoshop and Adobe Illustrator, the industry standards for graphic design and image manipulation.
2. Learn the basics of the history of Graphic Design and some of its major influences.
3. Understand how to communicate ideas and concepts visually.
4. Develop proficiency in all aspects of the design process, including creative brainstorming, conceptualizing, collaboration, customer accommodation and presentation.
5. Learn how to critically examine and comment on works of graphic art and their effectiveness.

**Course Curriculum:** The following units will be covered in Graphic Design, giving students a full and well-rounded knowledge of basic Graphic Design principles and tools:

* **UNIT ONE: PHOTOSHOP BASICS-** The student will learn and practice use of basic Photoshop tools and techniques, including- Shapes, Masking, Brushes, Image Adjustment, Filters, Special Effects, Font manipulation.
* **UNIT TWO: ILLUSTRATOR BASICS-** The student will learn and practice use of basic Illustrator tools and techniques, including Shapes, Curves, Color, Brushes, Text manipulation, Vector Graphics, Special Effects.
* **UNIT THREE: DESIGN PRINCIPLES-** The student will learn and practice the basic Graphic Design principles of Unity, Emphasis, Balance, Rhythm and White Space.
* **UNIT FOUR: TYPOGRAPHY-** Students will learn and practice the use of Typography to convey meaning and message in Graphic Design.
* **UNIT FIVE: VISUAL COMMUNICATION-** Students will practice the art of conveying message and meaning without the use of text or words.
* **UNIT SIX: HISTORY OF GRAPHIC DESIGN and VISUAL COMMUNICATION-** Students will learn about the basic history of Graphic Design and Visual Communication from Pre-Historic times through modern commercial advertising.
* **UNIT SEVEN: PRACTICAL GRAPHIC DESIGN APPLICATIONS-** Students will practice their Graphic Design skills through production of a number of real-world project applications, such as book and album cover designs, informative and persuasive poster designs, corporate identification and marketing designs and magazine and webpage layout and design.
* **UNIT EIGHT: GRAPHIC DESIGN CRITIQUE AND ANALYSIS-** Throughout the course of the year, students will be asked to analyze and critique pieces of Graphic Design for success in delivering message, adherence to Graphic Design principles and overall quality of production.

**Materials**: Almost all of the work, with the exception of some draft sketch work, will be completed on the computer in the classroom. Otherwise, as we will not be using papers and pencils, students do not need to bring backpacks and notebooks into the Lab. Due to school policy this year, students MUST BRING THEIR DAY PLANNER TO CLASS EACH DAY! You will need this in every class all year long, get used to bringing it!

**Tardiness:** Research indicates that prompt attendance is one of the primary indicators of academic success. This year, the following rules will be in place in this class regarding prompt attendance:

* Students with ZERO or 1 tardies in this class for a semester will be granted a 2 PERCENT BONUS to their semester grade at the end of a semester, should they require it, to move their grade up a level. This is seen as a reward for being prompt throughout the semester.
* In addition, there will be opening assignments in class almost every day that will be a part of student’s grades for the semester. Tardy students will not be able to complete these assignments and their grades will be negatively affected.

**Grading**: We will be completing a number of classroom assignments and projects throughout the year. Because we are a computer based classroom and because I am interested in saving trees, our assignments will be submitted electronically, by copying files and folders to an electronic class “DROPBOX” on the school network. I will be grading on a standard 90/80/70/60 grading scale. Grades will be posted into the “Infinite Campus” system, which is accessible to parents online.

**Late Work**: As students usually have a good deal of time to complete most work in Graphic Design in the classroom and I provide ample time to complete assignments, I see no reason why a student should be unable to submit work in a timely fashion. I WILL NOT ACCEPT LATE WORK FROM STUDENTS!

If a student has an **excused absence**, they will have one week from the due date of the assignment to complete their work. Once submitted, this work will be graded as usual. Students without an excused absence will simply receive a zero on the missing assignment. One of the PILLARS of The Husky Way is “RESPONSIBILITY”. I expect students to be responsible about completing their work in a timely fashion for this course.

**Students Requiring Extra Time and Assistance:** If a student realizes that they are struggling on an assignment and that they will require extra help or extra time, I will be happy to accommodate their needs and provide extra time to complete their assignment, if needed. However, the student must come to me to make arrangements for assignment completion before the assignment is due!

***Please note****:* Assignments that are not properly submitted to the class drop box on the system network will not receive credit. It is the responsibility of the student to ensure that their completed work is available for grading according the classroom criteria.

**Classroom Expectations:** We will cover in more detail the classroom expectations at the beginning of the semester. However, if at any time, students in my classroom are be disrespectful of the classroom or the learning process, I will take the following steps immediately to restore a suitable learning environment in the classroom:

1. The student will be asked to move to a different computer station in the room, likely one with little opportunity to disrupt the classroom.
2. The student may be removed to the hallway or to the school office, as per school policy.
3. A student sent to the hallway will be expected to complete a written assignment that covers the classroom material for that day. Parents and guardians will be notified of the students actions.
4. All disciplinary issues will be thoroughly documented in the Infinite Campus system. Should classroom issues continue to occur, a counseling session will be scheduled with the school principal and the family to discuss options for the student.

**Hall Passes:** To be able to leave the classroom, the student MUST have their signed day planner available for me to sign. No day planner, no leaving the room! The teacher reserves the right to limit hall passes if a student attempts to leave the classroom too frequently .

***----------------------------Please Detach This Section and Return it to Class.--------------------***

Please complete the form below and have it returned by Friday, August 23rd, 2014, so that I have appropriate contact information for all students in my classes. Completion of this assignment is our first assignment for the semester and will be worth 15 points.

***I have reviewed and have a copy of Mr. Burkhard’s Graphic Design Course Outline:***

Student’s NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone Number: (home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_(cell)\_\_\_\_\_\_\_\_\_\_\_\_\_\_(other)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Parents, can I contact you by email, as necessary, regarding the progress of your student? \_\_\_

If so, please give me your contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best time and method to reach Contact Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***----Please Detach This Section and Return it to Class---***